

**City of Auburn**

**ADMINISTRATIVE PERMIT APPLICATION**

1225 Lincoln Way, Auburn, California 95603 Phone: (530) 823-4211

Information to be completed by Applicant

1. Name of Applicant:\_\_\_\_\_Phone:\_\_\_\_\_
2. Name of Property Owner:\_\_\_\_\_Phone:\_\_\_\_\_
3. Mailing Address:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Zip\_\_\_\_\_
4. Name of authorized representative if other than applicant (include letter of authorization).  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_
5. General location of subject property:\_\_\_\_\_  
\_\_\_\_\_
6. Assessor's Parcel Number:\_\_\_\_\_
7. Address of site:\_\_\_\_\_
8. This administrative permit is for the purpose of:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. I hereby make application for an Administrative Permit under the terms of Sections 9-4.1704, 9-4.1705(g), 9-4.1706, and 9-4.1801.5 of the Zoning Ordinance and under such conditions as may be set forth by the Community Development Director; said Administrative Permit to be valid for a period of time as established by the Community Development Director. I certify that the foregoing is true and correct:

Signature:\_\_\_\_\_Date:\_\_\_\_\_  
Applicant/Authorized Representative

Signature:\_\_\_\_\_Date:\_\_\_\_\_  
Property Owner

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Information to be Completed by Staff

10. Admin. Permit No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

11. Fee: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received By: \_\_\_\_\_

12. Existing Zoning: \_\_\_\_\_ Existing General Plan: \_\_\_\_\_

13. Related Applications: \_\_\_\_\_

14. Date notice mailed: \_\_\_\_\_

15. Date of Community Development Dept. determination \_\_\_\_\_

16. Notes: \_\_\_\_\_

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CITY OF AUBURN

**ADMINISTRATIVE PERMIT APPLICATION INFORMATION**

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**GENERAL INFORMATION:** All Administrative Permit requests may be issued by the Community Development Director. The Director shall forward the permit request to all affected City departments for their comment and recommended conditions.

Not less than ten (10) days prior to the date on which the administrative decision will be made, the Community Development Director shall give notice of the proposed request by mail or delivery to all applicable adjacent property owners.

If no hearing is requested by the applicant or other affected person, or if no responses are received in opposition to the request within the prescribed time period, then the Community Development Director shall issue said permit subject to such conditions as may be determined by the Director.

If a hearing is requested by the applicant or other affected person, or if any responses are received in opposition to the request, the Community Development Director shall forward the application to the Planning Commission for formal public hearing and consideration. When the application is forwarded to the Planning Commission, the applicant shall be responsible for paying any additional application processing fees and providing any additional permit application materials.

A. **Application Checklist:** All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application.

1. One (1) completed copy of the application form.
2. One (1) copy of the Assessor's Parcel page(s) showing: All adjacent properties which will be affected by this request; a list of the names and addresses of all adjacent owners (including those across any abutting public or private street). Said property owner information shall be based on the last adopted County tax roll.
3. The appropriate non-refundable filing fee.
4. One (1) copy of a site plan that delineates the proposed project location with setbacks and dimensions identified. An elevation view of the proposed project along with information on the proposed materials must also be submitted.